Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMIN. PROCEDURES

1947 - 1956

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #58

SECOND WEEK

Monday - 7 February 1955

0830 - 0900	Study of [redacted] Accounting Procedures
0900 - 1200	Accounting and Finance Reports
1300 - 1450	Practice Work on Accounting
1500 - 1530	Clandestine Pouch Procedures
1540 - 1700	Dispatch and Pouch Manifest Test

Tuesday - 8 February 1955

0830 - 0950	Critique of Property Records, and Domestic Travel Tests; General Examination - Part I
1000 - 1300	Transportation of Personnel and Effects; Field Personnel Procedures
1400 - 1500	Message Writing Techniques
1500 - 1700	Accounting Test

Wednesday - 9 February 1955

0830 - 0900	Study of Basic Cable Procedures Guide
0900 - 1100	Cable Procedures
1110 - 1230	Practice Work on Cable and Message Writing
1330 - 1700	Foreign Travel Voucher and Practice Work

Thursday - 10 February 1955

0830 - 0900	Study for Cable and Foreign Travel Tests
0900 - 1000	Critique of Dispatch and Pouch Manifest, and Accounting Tests
1010 - 1050	Cable Test
1100 - 1230	Personal Security and Cover
1330 - 1400	Seminar on Leave Regulations
1410 - 1500	Film "Surveillance" and Critique
1510 - 1700	Foreign Travel Test

Friday - 11 February 1955

0830 - 0900	Study for General Examination - Part II
0900 - 1200	Film "Walk East on Beacon" (Briefing, Critique and Summary)
1300 - 1430	Critique of Cable and Foreign Travel Tests
1440 - 1600	General Examination - Part II
1600 - 1700	Seminar and Critique of General Examination - Part II

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #58

FIRST WEEK

Monday - 31 January 1955

0830 - 0900 Registration and Distribution of Materials
0900 - 0920 Course Introduction and Security Instructions
0930 - 1100 Organization and Functions of Central Intelligence Agency
1110 - 1230 Organization, Functions, and Command Structure of the Clandestine Services
1330 - 1430 Functions of a Foreign Division
1440 - 1550 Elements of a Clandestine Operation
1600 - 1700 Functions of Overseas Installations

Tuesday - 1 February 1955

0830 - 0900 Study of Project Procedures Guide
0900 - 1040 Administrative Project Procedures
1050 - 1240 Film "Next of Kin" and Critique
1340 - 1520 Field Property Records Procedures
1520 - 1700 Practice Work on Field Property Records

Wednesday - 2 February 1955

X1 0830 - 0900 Study of [redacted]
X1 0900 - 1200 [redacted]
1300 - 1400 Organization and Functions of Technical Services Staff
1410 - 1510 Organization of a Diplomatic Mission
AT 1520 - 1700 [redacted] Property Records Procedures Test

Thursday - 3 February 1955

0830 - 0900 Study of Standardized Government Travel Regulations
0900 - 1200 Domestic Travel and Per Diem Allowances
1300 - 1500 Practice Work on Travel Forms
1510 - 1540 Use of Regulations Manuals
1550 - 1700 General Examination - Part I

Friday - 4 February 1955

0830 - 0900 Study of Dispatch Guide
0900 - 1030 Dispatch Procedures
1040 - 1200 Practice Work on Dispatches
AT 1300 - 1430 [redacted] Uniform Records Procedures
1440 - 1700 Domestic Travel Test

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #59

FIRST WEEK

Monday - 4 April 1955

0830 - 0900 Registration and Distribution of Materials
0900 - 0920 Course Introduction and Security Instructions
0930 - 1100 Organization and Functions of Central Intelligence Agency
1110 - 1230 Organization, Functions and Command Structure of the Clandestine Services
1330 - 1420 Elements of a Clandestine Operation
1430 - 1530 Functions of a Foreign Division
1540 - 1700 25X1C [redacted]

Tuesday - 5 April 1955

0830 - 0850 Study of Project Procedures Study Guide
0850 - 0950 Functions of Overseas Installations
1000 - 1130 Administrative Project Procedures
1140 - 1220 Use of Regulations Manuals
1320 - 1510 Field Property Records Procedures
1520 - 1700 Practice Work on Field Property Records

Wednesday - 6 April 1955

0830 - 0900 Study of [redacted]
X1 0900 - 120 [redacted]
X1 1300 - 14 0 [redacted] Property Records Procedures Test
AT 1450 - 1530 Seminar on Leave Regulations
AT 1540 - 1700 [redacted] Uniform Records Procedures

Thursday - 7 April 1955

0830 - 1120 Domestic Travel
1130 - 1230 General Examination - Part I
1330 - 1540 Practice Work on Travel Forms
1550 - 1700 Discussion of Communism

Friday - 8 April 1955

0830 - 1100 Domestic Travel Test
1110 - 1240 Dispatch Procedures
AT 1340 - 1410 [redacted] Procedures
1420 - 1520 Organization and Functions of Technical Services Staff
1530 - 1700 Practice Work on Dispatch and Pouch Procedures

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

S-E-C-R-E-T

ADMINISTRATIVE PROCEDURES #52

SECOND WEEK

Monday - 11 April 1955

0830 - 0900	[redacted]
0900 - 1200	Accounting and Finance Reports
1300 - 1450	Practice Work on Accounting
1500 - 1700	Film "Operation Manhunt" and Critique

25X1

Tuesday - 12 April 1955

0830 - 0930	Critique of Property Records Test and General Examination - Part I
0940 - 1230	Transportation of Personnel and Effects, Field Personnel Procedures
1330 - 1450	Dispatch and Pouch Manifest Test
1500 - 1600	Message Writing Techniques
1610 - 1700	Critique of Domestic Travel Test

Wednesday - 13 April 1955

0830 - 1030	Cable Procedures
1040 - 1210	Practice Work on Cables and Message Writing
1310 - 1440	Accounting Test
1450 - 1700	Foreign Travel Voucher and Practice Work

Thursday - 14 April 1955

0830 - 0950	Review of Foreign Travel Voucher
1000 - 1140	Personal Security and Cover
1150 - 1230	Cable Test
1330 - 1430	Critique of Dispatch and Accounting Tests
1440 - 1700	Foreign Travel Test

Friday - 15 April 1955

0830 - 0900	Study for General Examination - Part II
0900 - 1200	Film "Walk East on Beacon" - Briefing, Critique and Summary
1300 - 1430	Critique of Cable and Foreign Travel Tests
1440 - 1600	General Examination - Part II
1600 - 1700	Seminar and Critique of General Examination - Part II

S-E-C-R-E-T

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #60

Monday - 23 May 1955 — FIRST WEEK

0830 - 0900 Registration and Distribution of Materials
0900 - 0920 Course Introduction and Security Instructions
0930 - 1100 Organization and Functions of Central Intelligence Agency
1110 - 1230 Organization, Functions and Command Structure of the Clandestine Services
1330 - 1420 Elements of a Clandestine Operation
1430 - 1530 Functions of a Foreign Division
1540 - 1700 [redacted] 25X1

Tuesday - 24 May 1955

0830 - 0850 Study of Project Procedures Guide
0850 - 0950 Functions of Overseas Installations
1000 - 1115 Administrative Project Procedures
1125 - 1200 Use of Regulations Manuals
1300 - 1450 Field Property Records Procedures
1500 - 1550 Practice Work on Field Property Records Procedures
1600 - 1700 Field Uniform Records Procedures

Wednesday - 25 May 1955

0830 - 0900 Study of [redacted]
0900 - 1200 [redacted]
1300 - 1420 [redacted] Property Records Procedures Test
1430 - 1600 Dispatch Procedures
1610 - 1700 [redacted] 25X1

Thursday - 26 May 1955

0830 - 1000 Practice Work on Dispatch and Pouch Procedures
1010 - 1245 Domestic Travel
1345 - 1550 Practice Work on Travel Forms
1600 - 1700 General Examination - Part I

Friday - 27 May 1955

0830 - 1100 Domestic Travel Test
1110 - 1210 Message Writing Techniques
1310 - 1430 Dispatch and Pouch Manifest Test
1440 - 1700 Transportation of Personnel and Effects; [redacted] STAT
Personnel Procedures

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #60

SECOND WEEK

Monday - 30 May 1955

HOLIDAY

Tuesday - 31 May 1955

0830 - 0930	Critique of Property Records Test and General Examination - Part I
0940 - 1130	Cable Procedures
1230 - 1400	Practice Work on Cables and Message Writing
1410 - 1450	Critique of Domestic Travel Test
1500 - 1700	Foreign Travel Voucher and Practice Work

Wednesday - 1 June 1955

0830 - 0920	Completion and Review of Foreign Travel
0930 - 1010	Cable Test
1020 - 1230	Foreign Travel Test
1330 - 1600	Accounting and Finance Reports
1610 - 1700	Practice Work on Accounting

Thursday - 2 June 1955

0830 - 1050	Completion of Accounting Work and Review
1100 - 1130	Critique of Dispatch and Pouch Manifest Test
1230 - 1410	Accounting Test
1420 - 1550	Personal Security and Cover
1600 - 1630	Critique of Cable Test
1640 - 1700	Review for General Examination

Friday - 3 June 1955

0830 - 0900	Study for General Examination
0900 - 1200	Film "Walk East on Beacon" - Briefing, Critique and Summary
1300 - 1430	Critique of Foreign Travel and Accounting Tests
1440 - 1600	General Examination - Part II
1600 - 1700	Seminar and Critique of General Examination - Part II

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #61

Monday - 8 August 1955 — FIRST WEEK

0830 - 0900 Registration and Distribution of Materials
0900 - 0920 Course Introduction and Security Instructions
0930 - 1050 Organization and Functions of Central Intelligence Agency
1100 - 1220 Organization, Functions and Command Structure of the Clandestine Services
1320 - 1410 Functions of a Foreign Division
1420 - 1540 25X1C [redacted]
1550 - 1700 Functions of Overseas Installations

Tuesday - 9 August 1955

0830 - 0900 Study - Project Study Guide Folder
0900 - 1010 Administrative Project Procedures
1020 - 1120 Elements of a Clandestine Operation
1130 - 1200 Use of Regulations Manuals
1300 - 1510 Film "Walk East on Beacon"
1600 - 1700 Message Writing Techniques

Wednesday - 10 August 1955

0830 - 0900 Critique of Film "Walk East on Beacon"
0900 - 1200 5X1 [redacted]
1300 - 1420 Cable Procedures
1430 - 1600 Practice Work on Cables and Message Writing
1610 - 1700 Film "Surveillance" and Critique

Thursday - 11 August 1955

0830 - 0900 Study [redacted] Procedures Study Guide
0900 - 1050 Field Property Records Procedures
1100 - 1200 Practice Work on [redacted] Records STAT
1300 - 1350 Cable Test
1400 - 1700 Domestic Travel and Per Diem Allowances

Friday - 12 August 1955

0830 - 1015 Practice Work on Travel Forms
1025 - 1200 STAT [redacted] Property Records Procedures Test
1300 - 1330 Leave Seminar
1340 - 1550 Dispatch Procedures
1600 - 1700 [redacted] 25X1C

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #61

SECOND WEEK

Monday - 15 August 1955

0830 - 1030 Practice Work on Dispatch and Pouch Procedures
1040 - 1220 Domestic Travel Test
1320 - 1520 Transportation of Personnel and Field Personnel Procedures
1530 - 1700 Field Uniform Records Procedures

Tuesday - 16 August 1955

0830 - 1030 Dispatch and Pouch Manifest Test
1040 - 1230 Accounting and Finance Reports
1330 - 1700 Practice Work on Accounting

Wednesday - 17 August 1955

0830 - 1010 Shipment of Household Effects
1020 - 1230 Accounting Test
1330 - 1420 Critique of Domestic Travel and Cable Tests
1430 - 1700 Foreign Travel Voucher and Practice Work

Thursday - 18 August 1955

0830 - 0930 Critique of Foreign Travel Voucher Practice Work
0940 - 1210 Foreign Travel Test
1310 - 1430 Personal Security and Cover
1440 - 1510 Critique of Property Records Test
1520 - 1700 Review for General Examination

Friday - 19 August 1955

0830 - 1000 Critique of Dispatch and Accounting Tests
1000 - 1130 Review for General Examination
1230 - 1300 Critique of Foreign Travel Test
1300 - 1500 General Examination
1500 - 1700 Seminar and Critique of General Examination

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES NO. 62

Monday - 5 September 1955 — FIRST WEEK

HOLIDAY

Tuesday - 6 September 1955

0830 - 0900 Registration and Distribution of Materials
0900 - 0920 Course Introduction and Security Instructions
0930 - 1230 Organization and Functions of Central Intelligence Agency
1330 - 1430 Functions of a Foreign Division
1440 - 1530 Personal Security
1540 - 1700 Functions of an Overseas Installation

Wednesday - 7 September 1955

0830 - 0940 Administrative Project Procedures
0950 - 1120 Payments to Overseas Personnel
1130 - 1200 Use of Regulations Manuals
1300 - 1420 Elements of a Clandestine Operation
1430 - 1700 Film "Walk East on Beacon"

Thursday - 8 September 1955

0830 - 0950 Dispatch Procedures 25X1C
1000 - 1040 Pouch Procedures [redacted]
1050 - 1230 Practice Work on Dispatch and Pouch Procedures
1330 - 1700 Domestic Travel Procedures and Practice

Friday - 9 September 1955

0830 - 0930 Critique of Domestic Travel Practice
0940 - 1050 Dispatch Test
1100 - 1230 Domestic Travel Test
1330 - 1700 [redacted] Property Records Procedures and Practice

TAT

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES NO. 62

SECOND WEEK

Monday - 12 September 1955

0830 - 0940 Message Writing Techniques
0950 - 1100 Cable Procedures
1110 - 1230 Practice Work on Cables and Message Writing
1330 - 1440 [redacted] Records Procedures Test
1450 - 1700 [redacted] Personnel Procedures

Tuesday - 13 September 1955

0830 - 0930 Critique of Dispatch and Domestic Travel Tests
0940 - 1030 Shipment of Household Effects
1040 - 1140 Cable Test
1240 - 1520 Preparation of a Foreign Travel Voucher and Practice
1530 - 1700 Finance Organization and Procedures

Wednesday - 14 September 1955

0830 - 1030 Foreign Travel Voucher Test
1040 - 1700 Accounting and Finance Reports, and Practice Work

Thursday - 15 September 1955

0830 - 1050 Accounting Test
1100 - 1215 Critique of Field Property Records and Cable Tests
1315 - 1415 Film "Surveillance" and Critique
1425 - 1555 [redacted] Uniform Records Procedures
1605 - 1700 Cover

Friday - 16 September 1955

0830 - 1000 Review for General Examination
1010 - 1040 Critique of Foreign Travel Voucher Test
1050 - 1140 Critique of Accounting Test
1140 - 1230 Checking in Materials
1330 - 1500 General Examination
1510 - 1700 Critique of General Examination and Seminar

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

Book

S-E-C-R-E-T

ADMINISTRATIVE PROCEDURES #63

FIRST WEEK

Monday - 31 October 1955

0830 - 0900 Registration
0900 - 0920 Introduction and Security Instructions
0930 - 1230 Organization and Functions of CIA
1330 - 1530 Personnel, Career Service, Promotion and Recruitment Policies
1540 - 1700 Security of Employee - Outside Activities

Tuesday - 1 November 1955

0830 - 1000 Organization and Control of Agency Finance Components
1010 - 1230 Travel on Vouchered Funds and Practice Work
1330 - 1430 Leave Regulations - Practice in Time and Attendance Reports
1440 - 1700 Agency Filing System

Wednesday - 2 November 1955

0830 - 1030 Personnel Forms and Practice Work
1040 - 1230 Property Record Keeping, Requirements for Requisition and Purchase
1330 - 1430 Classification and Top Secret Control Procedures
1440 - 1540 Medical Office Procedures
1550 - 1700 Reproduction Services and Requirements

Thursday - 3 November 1955

0830 - 1000 Office Administration
1010 - 1230 Workshop
1330 - 1430 Continuation of Workshop
1440 - 1610 Agency Correspondence and Management Procedures
1620 - 1700 Use of Regulations Manuals

Friday - 4 November 1955

0830 - 1130 Completion of Workshop and Critique
1230 - 1330 Review
1340 - 1500 Basic Principles of Supervision
1510 - 1700 Seminar Discussion and Administration

S-E-C-R-E-T

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #61 SECOND WEEK

Monday - 7 November 1955

0830 - 0900 Registration and Distribution of Materials
0900 - 0920 Course Introduction and Security Instructions
0930 - 1030 Introduction to Clandestine Activities
1040 - 1145 Security Measures
1245 - 1345 Surveillance Film and Critique
1355 - 1520 The Agent
1530 - 1700 Communications

Tuesday - 8 November 1955

0830 - 1230 Walk East on Beacon (Introduction, Film and Critique)
1330 - 1700 Domestic Travel and Per diem and Practice

Wednesday - 9 November 1955

0830 - 0940 Functions of a Foreign Division
0950 - 1130 Domestic Travel Test
1230 - 1330 Administrative Project Procedures
1340 - 1440 Message Writing Techniques
1450 - 1700 Cable Procedures and Practice

Thursday - 10 November 1955

0830 - 0930 Cable Test
0940 - 1230 Dispatch Procedures
1330 - 1430 Pouch Manifest - [redacted] 25X1C
1440 - 1600 Records Integration Functions
1610 - 1700 Dispatch Test

Friday - 11 November 1955

S-O-L-I-D-A-Y

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #63

THIRD WEEK

Monday - 14 November 1955

0830 - 1200 [redacted] Records Procedures and Practice
1300 - 1400 Functions of Overseas Installations
1410 - 1700 [redacted] and Personnel Procedures; Shipment of Household Effects.

Tuesday - 15 November 1955

0830 - 0950 Critique of Domestic Travel, Cable and Dispatch
1000 - 1230 Finance Procedures: Payments to Overseas Personnel
1330 - 1430 [redacted] Property Records Test
1440 - 1700 Preparation of a Foreign Travel Voucher and Practice

Wednesday - 16 November 1955

0830 - 1030 Foreign Travel Voucher Test
1040 - 1700 Accounting and Finance Reports

Thursday - 17 November 1955

0830 - 1120 Accounting Test
1130 - 1230 Name Checks
1330 - 1450 [redacted] Uniform Records Procedures
1500 - 1700 Personnel Cover and Security

Friday - 18 November 1955

0830 - 1000 Review for General Examination
1010 - 1120 Critique of Foreign Travel, Accounting, and Property Records
1130 - 1230 [redacted]
1330 - 1410 Checking in Materials
1420 - 1610 General Examination
1620 - 1700 Critique and Seminar

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #64

THIRD WEEK

Monday - 23 January 1956

0830 - 1200 [redacted] Property Records Procedures and Practice Work
1300 - 1400 Functions of Overseas Installations
1410 - 1600 [redacted] Travel and Personnel Procedures
1610 - 1700 Shipment of Household Effects

Tuesday - 24 January 1956

0830 - 0945 [redacted] Property Records Test
0955 - 1230 Finance Procedures: Payments to Overseas Personnel
1330 - 1700 Preparation of a Foreign Travel Voucher and Practice

Wednesday - 25 January 1956

0830 - 1030 Foreign Travel Voucher Test
1040 - 1700 Accounting and Finance Reports

Thursday - 26 January 1956

0830 - 1050 Accounting Test
1100 - 1200 Name Checks
1300 - 1540 [redacted] Uniform Records Procedures
1550 - 1700 Personal Cover

Friday - 27 January 1956

0830 - 0950 Critique of Dispatch and Property Records
1000 - 1130 Critique of Foreign Travel and Accounting
1140 - 1230 Review for General Examination
1330 - 1400 Checking in Materials
1400 - 1510 General Examination
1520 - 1700 Critique and Seminar

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #4 — SECOND WEEK

Monday - 16 January 1956

0830 - 0900 Registration and Distribution of Materials
0900 - 1030 Introduction to Clandestine Activities
1040 - 1145 Security Measures
1245 - 1345 Surveillance (Film) and Critique
1355 - 1530 The Agent
1540 - 1700 Communications

Tuesday - 17 January 1956

0830 - 1230 Walk East on Reason (Introduction, Film & Critique)
1330 - 1700 Domestic Travel and Practice Work

Wednesday - 18 January 1956

0830 - 0950 Functions of a Foreign Division
1000 - 1100 Administrative Project Procedures
1110 - 1245 Domestic Travel Test
1345 - 1500 Message Writing Techniques
1510 - 1700 Cable Procedures and Practice Work

Thursday - 19 January 1956

0830 - 0910 Completion and Review of Cable Practice Work
0910 - 1020 Critique of Personnel and Property
1030 - 1130 Functions of TSS
1140 - 1240 Cable Test
1340 - 1700 Dispatch Procedures

Friday - 20 January 1956

0830 - 0930 Pouch Manifest - [redacted] 25X1C
0940 - 1100 Records Integration Functions
1110 - 1200 Dispatch Test
1300 - 1400 Personal Security
1410 - 1500 Critique of Domestic Travel and Cables
1510 - 1600 General Examination
1610 - 1700 Critique and Seminar

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES 54 — FIRST WEEK

Monday - 9 January 1956

0830 - 0900 Registration
0900 - 0920 Introduction and Security Instructions
0930 - 1230 Organization and Functions of CIA
1330 - 1700 Personnel, Career Service, Promotion and Recruitment Policies

Tuesday - 10 January 1956

0830 - 1000 Organization and Control of Agency Finance Components
1010 - 1230 Travel on Vouchered Funds and Practice Work
1330 - 1445 Security of Employee - Outside Activities
1455 - 1555 Classification and Top Secret Control Procedures
1605 - 1700 Leave Regulations - Practice in Time and Attendance Reports

Wednesday - 11 January 1956

0830 - 1120 Personnel Forms and Practice Work
1130 - 1230 Medical Office Procedures
1330 - 1440 Reproduction Services and Requirements
1450 - 1700 Workshop

Thursday - 12 January 1956

0830 - 1000 Office Administration
1010 - 1230 Property Record Keeping Requirements for Requisition and Purchase
1330 - 1430 Basic Principles of Supervision
1440 - 1510 Use of Regulations Manuals
1520 - 1700 Agency Filing System

Friday - 13 January 1956

0830 - 1030 Agency Correspondence Practices
1040 - 1230 Workshop
1330 - 1430 Critique of Travel, Time and Attendance
1440 - 1540 Review
1550 - 1700 General Examination and Seminar Discussion

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #65

FIRST WEEK

Monday - 5 March 1956

0830 - 0900 Registration and Distribution of Materials
0900 - 0920 Introduction and Security Instructions
0930 - 1230 Organization and Functions of CIA
1330 - 1430 Organization and Control of Agency Finance Components
1440 - 1700 Travel on Vouchered Funds and Practice Work

Tuesday - 6 March 1956

0830 - 1000 Leave Regulations - Practice in Time & Attendance Reports
1010 - 1215 Workshop
1315 - 1350 Curtain Up On Communism (Film)
1400 - 1700 Personnel, Career Service Promotion and Recruitment Policies

Wednesday - 7 March 1956

0830 - 1120 Personnel Forms and Practice Work
1130 - 1230 Classification and Top Secret Control Procedures
1330 - 1445 Security of Employees Outside Activities
1455 - 1600 Reproduction Services and Requirements
1610 - 1700 Use of Agency Regulations Manuals

Thursday - 8 March 1956

0830 - 1000 Office Administration
1010 - 1230 Property Record Keeping, Requirements for Requisition and Purchase
1330 - 1430 Basic Principles of Supervision
1440 - 1540 Medical Office Procedures
1550 - 1700 Agency Filing System

Friday - 9 March 1956

0830 - 1030 Agency Correspondence Practices
1040 - 1230 Workshop
1330 - 1420 Critique of Travel, Time & Attendance
1430 - 1530 Review
1540 - 1700 Objective Test and Seminar Discussion

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #65

SECOND WEEK

Monday - 12 March 1956

0830 - 0900 Registration and Distribution of Materials
0900 - 1030 Introduction to Clandestine Activities
1040 - 1145 Security Measures
1245 - 1345 Surveillance (Film and Critique)
1355 - 1530 The Agent
1540 - 1700 Communications

Tuesday - 13 March 1956

0830 - 1230 Walk East on Beacon (Film)
1330 - 1700 Domestic Travel and Practice Work

Wednesday - 14 March 1956

0830 - 0950 Functions of a Foreign Division
1000 - 1100 Administrative Project Procedures
1110 - 1245 Domestic Travel Test
1345 - 1500 Message Writing Techniques
1510 - 1700 Cable Procedures and Practice Work

Thursday - 15 March 1956

0830 - 0900 Review of Cable Practice Work
0910 - 1020 Critique of Personnel and Property
1030 - 1130 Organization of a Diplomatic Mission
1140 - 1240 Cable Test
1340 - 1700 Dispatch Procedures

Friday - 16 March 1956

0830 - 0930 Pouch Manifest - [redacted] 25X1C
0940 - 1100 Records Integration Functions
1110 - 1200 Dispatch Test
1300 - 1400 Personal Security
1410 - 1500 Critique of Travel and Cables
1510 - 1600 Objective Test
1610 - 1700 Critique and Seminar

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #65

THIRD WEEK

Monday - 19 March 1956

0830 - 1000 Functions of Overseas Installations
1010 - 1230 Finance Procedures: Payments to Overseas Personnel
1330 - 1700 [redacted]AT Property Records Procedures and Practice Work

Tuesday - 20 March 1956

0830 - 0945 [redacted]AT Property Records Test
0955 - 1700 Accounting and Finance Reports

Wednesday - 21 March 1956

0830 - 1050 Accounting Test
1100 - 1300 [redacted]AT Travel and Personnel Procedures
1400 - 1700 Preparation of a Foreign Travel Voucher and Practice Work

Thursday - 22 March 1956

0830 - 1030 Foreign Travel Voucher Test
1040 - 1200 Name Checks
1300 - 1400 Shipment of Car and Household Effects
1410 - 1530 [redacted]AT Uniform Records Procedures
1540 - 1700 Personal Cover

Friday - 23 March 1956

0830 - 0950 Critique of Dispatch and Property Records
1000 - 1130 Critique of Accounting and Foreign Travel
1140 - 1230 Review for Objective Test
1330 - 1400 Checking in Materials
1400 - 1510 Objective Test
1520 - 1700 Critique and Seminar Discussion

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #66

FIRST WEEK

Monday - 7 May 1956

0830 - 0900 Registration and Distribution of Materials
0900 - 0920 Introduction and Security Instructions
0930 - 1230 Organization and Functions of CIA
1330 - 1430 Organization and Control of Agency Finance Components
1440 - 1700 Travel on Vouchered Funds and Practice Work

Tuesday - 8 May 1956

0830 - 0945 Leave Regulations - Practice in Time and Attendance Reports
0[illegible] - 1145 Workshop
1[illegible] - 1350 Basic Principles of Supervision
1400 - 1700 Personnel, Career Service, Promotion and Recruitment Policies

Wednesday - 9 May 1956

0830 - 1120 Personnel Forms and Practice Work
1130 - 1230 Classification and Top Secret Control Procedures
1330 - 1450 Security of Employees Outside Activities
1500 - 1550 Workshop
1600 - 1700 Use of Agency Regulations Manuals

Thursday - 10 May 1956

0830 - 0945 Office Administration
0955 - 1050 Critique of Travel and Time & Attendance Reports Test
1100 - 1230 Property Record Keeping
1330 - 1430 Requirements for Requisition and Purchase
1440 - 1600 Communism "Film"
1610 - 1700 Critique of Personnel Forms Test

Friday - 11 May 1956

0830 - 1030 Agency Correspondence Practices
1040 - 1130 Agency Filing System
1140 - 1230 Medical Office Procedures
1330 - 1430 Review
1440 - 1700 Objective Test and Seminar Discussion

Approved For Release 2005/07/13 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #66

SECOND WEEK

Monday - 14 May 1956

0830 - 1030 Introduction to Clandestine Activities
1040 - 1145 Security Measures
1245 - 1345 Surveillance (Film and Critique)
1355 - 1530 The Agent
1540 - 1700 Communications

Tuesday - 15 May 1956

0830 - 1230 Walk East on Beacon
1330 - 1700 Domestic Travel and Practice Work

Wednesday - 16 May 1956

0830 - 1000 Functions of Area Divisions
1010 - 1110 Administrative Project Procedures
1120 - 1245 Domestic Travel Test
1345 - 1700 Message Writing, Cable Procedures and Practice Work

Thursday - 17 May 1956

0830 - 0900 Review of Cable Practice Work
0910 - 1010 Organization of a Diplomatic Mission
1020 - 1130 Cable Test
1230 - 1700 Dispatch and Pouch Procedures;

[redacted] 25X1C

Friday - 18 May 1956

0830 - 1030 Records Integration Functions
1040 - 1130 Dispatch and Pouch Test
1230 - 1345 Personal Security
1355 - 1500 Critique of Travel and Cables
1510 - 1600 Objective Test
1610 - 1700 Critique and Seminar Discussion

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #66

THIRD WEEK

Monday - 21 May 1956

0830 - 0940 Functions of Overseas Installations
0950 - 1200 Finance Procedures: Payments to Overseas Personnel
1330 - 1430 [redacted] Personnel Procedures
1440 - 1700 Preparation of a Foreign Travel Voucher and Practice Work

Tuesday - 22 May 1956

0830 - 1010 Foreign Travel Voucher Test
1020 - 1700 Accounting and Finance Reports

Wednesday - 23 May 1956

0830 - 1020 Completion of Accounting Practice
1030 - 1215 Accounting Test
1315 - 1350 Accounting (Film)
1400 - 1700 [redacted] Property Records Procedures and Practice Work

Thursday - 24 May 1956

0830 - 0930 [redacted] Property Records Procedures Practice Work (Cont'd)
0940 - 1030 Shipment of Car and Household Effects
1040 - 1140 Name Checks
1240 - 1400 [redacted] Property Records Test
1410 - 1520 Personal Cover
1530 - 1700 [redacted] Uniform Record Procedures

Friday - 25 May 1956

0830 - 0950 Critique of Dispatch and Property Records Tests
1000 - 1130 Critique of Accounting and Foreign Travel Tests
1140 - 1230 Review for Objective Test
1330 - 1400 Checking in Materials
1400 - 1510 Objective Test
1520 - 1700 Critique and Seminar Discussion

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #67

FIRST WEEK

Monday - 2 July 1956

0830 - 0900 Registration and Distribution of Materials
0900 - 0920 Introduction and Security Instructions
0930 - 1130 Organization and Functions of CIA
1230 - 1540 Travel on Vouchered Funds and Practice Work
1550 - 1700 Seminar on Organization

Tuesday - 3 July 1956

0830 - 1000 Supply Control
1010 - 1110 Requirements for Requisition and Purchase
1120 - 1200 Leave Regulations
1300 - 1600 Personnel, Career Service, Promotion and Recruitment Policies
1610 - 1700 Basic Principles of Supervision

Wednesday - 4 July 1956

H-O-L-I-D-A-Y

Thursday - 5 July 1956

0830 - 1000 Workshop
1010 - 1230 Personnel Forms and Practice Work
1330 - 1430 Use of Agency Regulations Manuals
1440 - 1520 Procurement and Requisition Preparation
1530 - 1610 Film "The Hoaxters"
1610 - 1700 Workshop

Friday - 6 July 1956

0830 - 0945 Office Administration
0955 - 1045 Classification and Top Secret Control Procedures
1055 - 1200 Security of Employees Outside Activities
1300 - 1350 Seminar for Review
1400 - 1500 Medical Office Procedures
1510 - 1540 Critique of Procurement and Requisition
1550 - 1700 Objective Test and Critique

Approved For Release 2005/07/13 : CIA-RDP78-03930A000100010001-8

ADMINISTRATION PROCEDURES #67

SECOND WEEK

Monday - 9 July 1956

0830 - 1030 Introduction to Clandestine Activities
1040 - 1145 Security Measures
1245 - 1400 Surveillance and Elicitation
1410 - 1540 The Agent
1550 - 1700 Communications

Tuesday - 10 July 1956

0830 - 1230 Domestic Travel and Practice Work
1330 - 1700 Film - "Walk East on Beacon"

Wednesday - 11 July 1956

0830 - 0950 Critique of Vouchered Travel and Personnel Tests
1000 - 1120 Functions of Area Divisions and Overseas Installations
1130 - 1245 Domestic Travel Test
1345 - 1700 Message Writing, Cable Procedures and Practice Work

Thursday - 12 July 1956

0830 - 1020 Personal Security and Cover
1030 - 1130 Cable Test
1230 - 1700 Dispatch and Pouch Procedures and Practice Work

[redacted] 25X1C

Friday - 13 July 1956

0830 - 1030 Records Integration Functions
1040 - 1130 Dispatch Test
1230 - 1340 Critique of Domestic Travel and Cable Tests
1350 - 1450 Seminar Review
1500 - 1700 Objective Test and Critique

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

ADMINISTRATIVE PROCEDURES #67

THIRD WEEK

Monday - 16 July 1956

AT 0830 - 0940 [redacted] Uniform Records Procedures
0950 - 1200 Finance Procedures: Payments to Overseas Personnel
AT 1300 - 1430 [redacted] Travel and Personnel Procedures
1440 - 1700 Preparation of a Foreign Travel Voucher and Practice Work

Tuesday - 17 July 1956

0830 - 1010 Foreign Travel Voucher Test
1020 - 1700 Accounting and Finance Reports

Wednesday - 18 July 1956

0830 - 1020 Completion of Accounting Practice Work
1030 - 1215 Accounting Test
1315 - 1350 Accounting (Film)
AT 1400 - 1700 [redacted] Property Records Procedures and Practice Work

Thursday - 19 July 1956

AT 0830 - 0930 Completion of [redacted] Property Records Practice Work
0940 - 1030 Shipment of Car and Household Effects
1040 - 1145 Name Checks
AT 1245 - 1410 [redacted] Property Records Test
1420 - 1500 Critique of Foreign Travel Test
1510 - 1540 Critique of Dispatch Test
1550 - 1700 Seminar

Friday - 20 July 1956

0830 - 1000 Critique of Accounting and Property Records Tests
1010 - 1130 Review for Objective Test
1230 - 1330 Checking in Materials
1340 - 1700 Objective Test and Critique

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

S-E-C-R-E-T

10 October 1955

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Administrative Procedures #63

1. Administrative Procedures #63 will be a three-week course instead of the former two-week period. It will begin on 31 October and continue to 18 November 1955.

2. The instruction will be given in three phases:

a. The first week will emphasize organization, and general office regulations and procedures as applied in the use of vouchered funds.

b. The second week will include an introduction to clandestine activities, and the administrative regulations and procedures that apply to DD/P Headquarters.

c. In the third week overall field procedures will be covered.

3. With the addition of the new material the objectives have been broadened to include instruction in the basic procedures of administration in DD/I and DD/S Headquarters offices and the organization and functions of these Offices as well as those of the Clandestine Services.

4. Requests for training should be submitted through appropriate Training Liaison Officers to the Registrar, Office of Training, Room 17, [redacted], by 1700 hours, 24 October 1955.

25X1A

[redacted]

25X1A

MATTHEW BAIRD
Director of Training

S-E-C-R-E-T

CONFIDENTIAL
Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

Registrar, OTR

15 October 1956

VIA : Chief, Intelligence School
Chief, Administrative Training Branch

Students' Iden Photos

1. This is to earnestly request that students' photographs be obtained prior to, or as soon as possible after, the beginning of each class. This office realizes that many times circumstances beyond the control of the Registrar make the receipt of these photographs late. However, if a system could be set up whereby the holding office, Security or Basic Intelligence in some cases, could be reminded at frequent intervals that this office needs these pictures it is believed they will cooperate.

2. During the running of the last course it was difficult for the instructors to identify certain students in their evaluation discussions. These photographs were received after the course was completed and were of less value at that time.

3. These photographs are an aid to the conduct of the courses and any assistance you can give this office will be greatly appreciated.

25X1A

[redacted]

CONFIDENTIAL

Approved For Release 2005/07/12 : CIA-RDP78-03930A000100010001-8

Chief, Administrative Training Branch 23 October 1956
VIA : Chief, Intelligence School

Chief, Processing Section, OTR

Students' Identification Photographs

1. This office regrets very much the delay experienced last month in sending photographs to you of the students enrolled in Administrative Procedures Course #68. We are aware of the great convenience it is to you to have these photographs on hand during the first part of the course. However, a brief explanation of the unusual difficulties encountered by the Registrar's office in obtaining this particular group of pictures may be of interest to you.

2. As you know, our rosters for your courses are sent out five calendar days before the beginning of the course. This is due to the fact that registration is left open until seven days before the first session. At the time the roster is prepared, a memo is sent to the badge office requesting that duplicate photographs of the students be furnished to us. The usual time required for getting the pictures to the Registrar's office has varied from three days to two weeks, depending on the workload in the badge office. During the last running of the Administrative Procedures course, the badge office was hampered by a shortage of personnel over which neither they nor we had any control. Although our office did make periodic follow-ups to the badge office, Security was unable to get the photographs to us until the last day of the course. As soon as the pictures were received here, they were hand-carried to your office within a matter of five minutes.

3. This office, performing the functions of a middle man, often finds itself pressured from both ends. It is our desire to give the best possible service with the facilities at our command and it is hoped that as a result of the procedural reevaluation now being conducted in the Registrar's office, we may be able in the near future to increase the value of our services to the various OTR schools.

[redacted]

25X1A

SECRET